



# **Wrap Around Clubs in Discovery Schools Academy Trust: Key Information & Parental Agreement June 2019**

## **Introduction**

Our clubs exist to provide high-quality out-of-school hours childcare, run by school staff for families who attend our schools. We aim to provide a range of stimulating and creative activities in a safe environment, within the ethos of our individual schools in the Discovery Trust.

This parental agreement sets out important information for families regarding their child(ren) attending our before- and after-care clubs (wrap around care).

## **Key Information**

### **Admission Criteria**

- Places are provided on a first-come-first-served basis.
- Where required, a waiting list will be maintained by the club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- Children of school staff will not be given priority, however they can take a place if it is available and continue to hold that place regardless of whether a waiting list is formed in the future.
- Children's attendance is recorded in a register.

### **Special Educational Needs**

- We welcome participants with learning and physical needs where possible, if staff ratios allow.
- The club is fully equipped to manage a wide range of physical abilities.
- Every effort will be made to cater for those with special needs; where appropriate activities may be adapted.
- Whilst we will make every practical effort and endeavour to welcome children with additional needs, there may be some instances where the club cannot. We will work in partnership and liaise with the school's SENCO to look at the child's individual needs.

### **Withdrawing an offer of a place**

We reserve the right to withdraw an offer of a place in the following circumstances:



- Persistent unacceptable behaviour resulting in distress or disruption to adults or children at the provision.

For the purposes of this contract the term '*persistent*' constitutes as three or more serious incidents which are recorded on CPOMS (safeguarding and wellbeing incident log) and reported to the Extended Services Manager. The Extended Services Manager in consultation with the Wrap Around Care staff and Headteacher will then make a formal assessment which will result in a decision being taken as to whether the child's place is withdrawn. Parents will be informed in writing and the subsequent outcome within 10 days of the assessment. The Wrap Around Care staff will endeavour to work in partnership with parents wherever possible to address the inappropriate behaviour before withdrawal of a place.

## Opening Times

### Before School Club

- The provision is open from 7.30am – 8.45am during term time only.
- Parents/Carers are required to bring their child directly to Breakfast Club and **await at the door for a member of the Wrap Around Care team to open**. You should enter the club via the EYFS door located passed the Swimming pool to the left of the school office entrance, unless told differently by school staff.
- The children will be taken straight to class from the provision once the other children within the school are making their way into the building.

### Schedule

- Breakfast Club opens from 7.30am.
- Breakfast is served from 7.30am and children wishing to have breakfast will wash their hands ready to enjoy breakfast from the selection on offer – this will vary from day to day.
- 8.35am – tidy up time encouraging the children to take responsibility for their environment.
- 8.45am – children collect their coats and bags. Children are escorted to their classroom when the other children enter the school building.
- Children **should not** bring their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.

### After-Care Club

- The After-Care Club runs between 3.15pm and 5.45pm (term time only) and will provide a range of activities/experiences during the school academic year for the children attending.
- The club will also include a balanced snack, drink and activities for children after school - please note that this is not a substitute for an evening meal.
- The club environment will be set out to provide the children with a variety of areas in which they can explore.
- Parents/Carers are required to collect their child from the EYFS door – accessing the school via the main school gates. If the weather is nice, the children often spend this session outside and may be in the playground or on the school playing field – staff members will be supervising at all times and will be visible to parents. If staff aren't in the room, a sign will be placed upon the door to say where in the school we are.
- Children will be collected from the after-school activities they are attending and taken back to After Care Club if they have a place on the session.



## Snacks

- The Provision offers a variety of snacks, including fresh fruit and vegetables. Children have access to drinking water throughout the session.
- Any food allergies/dietary requirements, etc. will be recorded using the current information for your child on the school database – if you are unsure of the information held please contact the school office to update any information.
- Children are not permitted to bring their own food to Wrap Around Care provision. However, we will endeavour to support children with any specific dietary requirements.

## Bookings

- Bookings must be made on the Wrap Around Care booking form available from the school office or downloaded from the school website, these will then be passed onto the Wrap Around Care Manager who will determine what spaces are available.

Session	Monday	Tuesday	Wednesday	Thursday	Friday	Total Cost of Sessions
<b>Breakfast Club - £4</b> 7.30am-8.45am			X			£4.00
<b>Aftercare - £8.20</b> 3.15pm-5.45pm	x					£8.20

- The school will use the details that we currently have on file for your child with regard to contact information, medical and dietary requirements – it is the parents' responsibility to ensure that this information is up to date, if you have any queries or need to update any information, please contact the school office for the correct form.
- Bookings must be made at the end of the academic year for the upcoming year, once you have secured a place this is yours for the duration of the academic year, however you will be contacted termly to confirm if this place is still required. Parents/Carers can ask for extra ad hoc sessions on the day if required, and the provision will try to accommodate depending on staff-to-child ratios. Please be aware that this is not guaranteed and, should we be able to accommodate, it would be for that instance only. **Parents/Carers must call to check for spaces as we may be unable to accept children on the day.**
- To cancel any sessions, you must provide the Wrap Around Care Manager with four weeks' notice in writing (if numbers are at full capacity) – you will continue to be responsible for all payments for sessions as originally booked until the end of this four-week period.
- If the session isn't at full capacity and numbers are low throughout the week, we are able to be flexible with booking however, as numbers reach capacity, that flexibility will not be there and original scheduling will commence.

## Absences

- If children are absent from school, it is the parents' responsibility to inform both the school (by 8.30am), **and** the Wrap Around Care Manager **separately**. The Wrap Around Care provision can be contacted by texting or calling 07308308951
- If children are attending school, but will not be attending Wrap Around Care, it is the parents' responsibility to advise the Wrap Around Care Manager.



## Payment of Fees/Notice Periods

- The charges for each session are as follows:
  - Breakfast Club session is £4.00 per child.
  - After-Care Club session is £8.20 per child.
- The charges for this provision will begin on the first day of the new term and payment will be debited to your ParentPay account on a daily basis. Payment must be made in advance and can be paid on a daily, weekly, monthly or termly basis providing parents and carers with flexibility.
- Payments can be made by Parent Pay and Childcare Vouchers (please allow at least three working days for payments to be allocated to your account – you will be notified via email once the allocation of vouchers has been made.)
- *A 10% discount will be given to **one** additional sibling.*
- Payment will be expected whether a child attends or not for their contracted session (due to illness or holidays).
- Where a child has not attended the provision for their allocated session for a period of three consecutive weeks, parents/carers will be contacted to establish if the place is still required.
- Where payments are not made in advance and arrears are accumulating, we reserve the right to cancel the booking with immediate effect.
- Persistent lateness collecting from the provision will result in an additional charge and may also mean that your child is removed from that session with immediate effect.
- Please inform the Wrap Around Care Manager if you no longer require your child to attend the provision. The notice period is four weeks in writing and payments will still be required for the duration of the notice period.

## After-School Activities

- Should your child secure a place on an After-School Activity for a term, this session will be removed from your booking form and your child's place will be given to the next person on the waiting list and you will not be charged.
- Removal of your child from a session due to an After-School Activity will therefore mean that your child will not have a guaranteed place on this session following the end of that term's Activities. You are welcome to retain the place on After-Care; should you wish to do so, you must confirm this in writing and understand that this will mean paying for the After-Care session in question alongside the charges incurred for the After-School Activity.

## **Cancellations and Changes**

- If your child will not be attending a session that they are registered for, please inform the Wrap Around Care Manager.
- If you would like to change the days that your child attends, a new booking form must be completed with your new requirements and four weeks' notice given prior to changing. There is no guarantee that changes can be accommodated.
- All payments are non-refundable as provisions are purchased based on the number of children registered for each session.
- Sessions will not be refunded if less than four weeks' notice has been given prior to the termination of the contract.
- If we aren't at full capacity, we are able to be flexible.

**We reserve the right to withdraw a place should payments not be made for sessions. Collecting Children/ Uncollected Children**



- The security, health and well-being of our children are our priority.
- Children that will use the Wrap Around Care will be collected from where that provision is based at any point up to the end of the afternoon session and will be signed in or out of the register by a parent/carer.
- **Breakfast Club:** You can drop your child at Breakfast Club any time between 7.30am and 8.30am. You will be charged for the whole Breakfast Club session, as booked, regardless of when your child is dropped off.
- **After-Care Club:** You can collect your children at any time between 3.15pm and 5.45pm. You will be charged for the whole After-Care Club session, as booked, even if you collect your children earlier than 5.45pm.
- If you have a problem getting to the club on time to collect your child(ren), then the parent must ring the club on 07308308951 to advise of the reason for the delay and make alternative arrangements for the collection of the children. Late charges will still apply unless in exceptional circumstances. This will be determined at the discretion of the Wrap Around Care Manager and the DSAT Extended Services Manager.
- If you make alternative arrangements for the collection of your children you need to notify the club, giving details of the person who will be collecting on your behalf and providing the staff member with a password.
- If a parent arrives late, a late charge of £15.00 per child will be incurred per five minutes late to cover the costs of the staff who are legally required to supervise the child.
- If a parent is persistently late, the provision will consider terminating the place with immediate effect.
- The use of mobile phones will not be permitted at Wrap Around Care, except for the club's mobile phone which is used as a point of contact for parents.

### Communication with Families

- If you need to get in touch with a member of the Wrap Around Care staff between 7.15am – 9.00am and 3.00pm – 6.00pm please text or call them directly on 07308308951

### Behaviour Policy

- We expect all children to have good conduct and standards of behaviour in the club as they do in school. The School's behaviour policy applies to the Wrap Around clubs.
- Should a child persistently act in a way that is deemed unacceptable and not in line with the school's behaviour policy, the provision reserves the right to terminate the place with immediate effect – please note that any behaviour will be discussed with parents in advance if we feel this is of a concern.

### Photographs

- At times we may take photographs within the club. These images may be used for Wrap Around Care newsletters, to promote the club, on our website, or on the School's social media pages.

Please circle **YES or NO** giving consent to where images may be used:

Promotion of Wrap Around Care (Prospectus, leaflets)	YES	NO
School's website	YES	NO
School's Twitter account	YES	NO



## **First Aid/Accidents**

- It is important to realise that at times when children are playing, “playground accidents” can happen. For this reason, we have staff that are qualified in administering first aid.
- Any minor accidents will be dealt with and recorded. The parent/carer will be informed when collecting children from the provision. In case of a more serious accident, the appropriate action will be taken, and the parents will be informed immediately.
- Medication can be administered in line with the school’s ‘Medicine in School’ policy requiring parents to complete a ‘Request and Consent for the Administration of Medication in School’ form available from the school office. It is the parent’s responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is clearly marked with your child’s name.

## **Illness**

- If children are ill during a session, the parent will be contacted. If children suffer from an infection, or infectious illness the club will ask the parents to collect the child immediately, with the understanding that children will only be accepted back at the provision when they are fit.
- Please note that 48 hours is the requested time for sickness/stomach bug – this is 48 hours from the last episode of sickness and/or diarrhoea. This action is necessary for the protection of other children from infections and illness. The provision needs to be informed if children are not attending due to illness.

## **Child Protection/Safe Guarding Children**

- We take our responsibility for child protection seriously. All Wrap Around Care staff are trained in awareness of child protection issues and to recognise signs of abuse. This training includes procedures for referring concerns to our Designated Safeguarding Lead, who will make the necessary referrals to the local authority. We also have a child protection policy in operation. Each provision will have a Designated Safeguarding Lead.

## **Emergency Closure**

- If the Provision is closed at short notice, due to very exceptional circumstances, i.e. no heating, burst water pipes, etc., a full refund will be given for the day(s) the club is closed. We are unable to give refunds if the club is open and the parents make the decision not to send their children. In the rare situation of an emergency closure, the Wrap Around Care staff will contact the parents, therefore please ensure that contact numbers are up to date on the registration forms.
- In adverse weather conditions please check on the school’s website for opening information.

## **Data Protection**

- Any information held by the Provision will be stored in a locked cabinet.

## **Equal Opportunities**

- The provision is committed to equality of opportunity for all.
- We are committed to providing the appropriate support where necessary to ensure integration.
- We recognise all children as individuals with different needs.
- Inappropriate attitudes and behaviours will be dealt with sensitively.



## **Complaint Procedure**

- If you have an issue or problem with any aspect of the club, in the first instance talk to the staff on duty who will do their best to resolve the issue to your satisfaction.
- If this course of action does not resolve the issue or you feel it is not an appropriate course of action, then the Wrap Around Care Complaints Policy will be followed.



## Wrap Around Care Provision Parental Contract

**I Please return this form to the Wrap Around Care Manager to secure your place on the provision. Any delay may result in your requested sessions being offered to another family.**

Child's Name: (1).....  
(2).....  
(3).....

**I have read, understand and agree to the terms and conditions found in this agreement.**

Parent/Carer Name : ..... Signature: .....

Wrap Around Care Manager: ..... Signature: .....

Learn\_ Enjoy\_ Achieve\_ Fulfil

Asfordby Captain's Close Primary School Academy trust is an exempt charity and a company limited by guarantee, registered in England Company No: 08550037